

COMMERCIAL AND INDUSTRIAL

SITE AND BUILDING PLAN PACKET

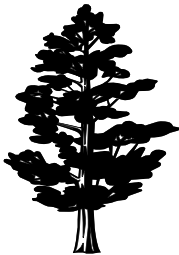


This packet is intended as a basic information tool to acquaint owners and developers with Huntsville's codes, regulations and plan checking process. It is the owner's/developer's responsibility to be familiar with our rules, which may or may not be similar to what you are accustomed. Please review the material included and direct any questions to the Central Inspection Division at the City Service Center, 448 SH 75 N or by calling 936-294-5717. Please return site and building plan packet with submittal of plans.

This packet includes:

- Site Plan Checklist-Attach 2 Site Plans
- Building Plan Checklist-2 Copies
- List of Adopted Building Codes
- List of Required Inspections
- Standard Driveway Construction Details
- Development Site Plan-1 Copy
- Development Permit Application
- Building Permit Application-Attach 2 Copies of Building Plans

We hope this packet will assist you when designing your project and when you submit your plans and documents for review and permits.



The City of Huntsville is committed to the continued beautification of our hometown through the presentation of trees and greenspace. We enthusiastically encourage you to use innovative designs to help preserve our natural environment.

City of Huntsville
Central Inspection Division
448 SH 75 N
Huntsville, Texas 77320-1118
(936) 294-5717

SITE PLAN INFORMATION CHECKLIST
(2 Copies of Site Plans)

1. ☐ Owner's name and project address shown.
2. ☐ Plans must be drawn to scale.
3. ☐ Plans must show dimensions, bearing of all property lines and total square footage or acreage of site.
4. ☐ North direction arrow must be provided.
5. ☐ All existing and proposed structures must be shown with building dimensions and distances from property lines (setbacks).
6. ☐ Access (driveways) must be shown with dimensions, shape, and location.
7. ☐ To construct a private driveway or to revise any existing driveway onto a state regulated highway right-of-way, a permit shall be obtained from the State Highway Department. No building permit from the City shall be issued until State access permit is secured
8. ☐ All recorded public easements (sewer, water, gas, electrical, etc.) shall be shown and properly dimensioned.
9. ☐ Public streets shall be shown with pavement width, curb or ditch location, sidewalk location and width, and right-of-way width.
10. ☐ Septic system and/or water well shall be shown with size and location.
11. ☐ Site topography, grading and drainage requirements for High Density Residential, Commercial and Industrial construction.
 - a. Provide topographic data of the existing property conditions showing ground elevation contours, natural drains; key elevations along property line, curbs, roadside ditches, culverts, etc.; all existing buildings.
 - b. Show all proposed grading (excavation and fill), slopes, retaining walls, site drainage patterns and drainage improvements. Show calculations for drainage system improvements sizing and describe proposed erosion control measures. **Show total cut and fill quantities for earth work.**
 - c. Show proposed elevation for all finished floors, ground elevations at building corners and key elevations of other proposed structures.
 - d. Provide a hydrologic and hydraulic analysis of the site (drainage study), performed by a Registered Engineer in the State of Texas.

Note: Above requirements a. through c. can usually be satisfied by submitting a combined grading and drainage plan prepared by an engineer.
12. ☐ Site landscaping shall be shown with dimensions, tree sizes, if applicable, and total square footage of landscaped areas noted. See Chapter 12 of Huntsville Development Code.

13. ☐ Landscaped bufferyards between two conflicting land uses shall be shown with dimensions and trees sizes, if applicable. See Chapter 12 Huntsville Development Code.
14. ☐ Parking areas must be clearly shown and dimensioned. See Chapter 13 Huntsville Development Code.
15. ☐ Trash dumpster pad(s) must be shown. All dumpster pads shall be angled for front loading dumpster trucks. When two or more dumpster pads are required, each dumpster pad shall face the same direction.
16. ☐ No portion of a building shall be located more than 500 feet from a fire hydrant (measured by true travel distance).
17. ☐ For commercial driveway culverts, engineered information shall be provided on-site and drainage plan for water flow and erosion control.

**BUILDING CONSTRUCTION PLANS
AND SPECIFICATIONS CHECKLIST
(2 Construction Plans)**

The following information is required:

Valuation \$_____ Fire District?_____ Number of Stories_____

Use _____ Floor Area (total square feet)_____

Type of Construction_____ Floor Area (per floor-square feet)_____

Occupancy Classification_____ Occupant Load (maximum)_____

1. ☐ Show job location of plans.
2. ☐ Give name of person responsible for plans.
3. ☐ Submit fully dimensioned and to scale plans, two (2) copies.
4. ☐ Commercial units which are over 5,000 sq. ft. fall under State Engineering/Architect Rules, or have over a 24' span shall engage a professional engineer for design of structural, electrical, and mechanical (heating, ventilating, air conditioning, and plumbing) systems. A professional architect shall be engaged for the floor plan and wall and ceiling floor designs when the building is over 20,000 sq ft or more than 2 stories.
5. ☐ If professional engineer or architect is deemed necessary, then seal, signature and date must appear on each page of each set of plans.
6. ☐ A foundation investigation report must be submitted for review with construction plans. (soil report)
7. ☐ Structural calculations must be submitted to justify the adequacy of the structural system in resisting seismic and wind loads, and supporting dead and live loads.
8. ☐ All elements resisting seismic and wind force must qualify under Chapter 16 (IBC-2009. Minimum 100 m.p.h.
9. ☐ Partition layout and details must be submitted to justify compliance with occupancy, fire-resistive, structural and exit requirements.
10. ☐ Use of rooms should be specified. Note occupant load.
11. ☐ Every commercial building which is open to the public shall comply with the Texas Accessibility Standard. Plans must be submitted to the state or a licensed private reviewer for handicap accessibility verification if cost of the project exceeds \$50,000.
12. ☐ Electrical plan required. Lighting, power, panel schedule, and a one line diagram of the electrical service shall be required on all commercial projects.
13. ☐ Electrical main disconnect shall be located on the outside of the building.

14. ☐ Minimum size of wire installed shall be no less than #12. No aluminum wire for all types of development. All electrical wiring in commercial projects shall be in conduit.
15. ☐ Lighting and power plan must be submitted with (lighting must also comply with 2009 International Energy Code).
16. ☐ Panel schedule must be included within plans.
17. ☐ Plumbing plan required. Plan shall contain ground and riser system (isometric diagrams) for commercial.
18. ☐ Protect all locations where sanitary sewer main crosses water main by constructing sanitary sewer line of 150 psi pressure pipe for nine (9) feet each side of water line.
19. ☐ No copper piping shall be installed for the use of supplying gas.
20. ☐ Mechanical plan required. Includes minimum duct layout, equipment location, equipment schedule.
21. ☐ Mechanical design must also comply with 2009 International Energy Code.
22. ☐ Fire extinguishing system plans shall be submitted for approval by the City of Huntsville before beginning modifications or new installation.
23. ☐ Construction material specifications required.
24. ☐ Energy Compliance reports for the envelope, lighting, and HVAC must accompany plans.
25. ☐ Submit Standard Operation Procedures (SOP's) for Food Establishments.
26. ☐ Submit a copy of Restaurant Menu for review.

BUILDING CODES

The City of Huntsville has adopted the following documents related to building and construction (see Chapters 6, 7 and 8, City of Huntsville Code of Ordinances for the latest additions and amendments to these codes):

- (1) International Building Code; International Code Council 2009
- (2) International Property Maintenance Code 2009
- (3) Appendix J-Grading IBC 2009
- (4) Appendix G Swimming Pools IRBC 2009
- (5) International Mechanical Code, International Code Council 2009
- (6) International Gas Code, International Code Council 2009
- (7) International Plumbing Code; International Code Council 2009
- (8) National Electrical Code 2014
- (9) International Fire Prevention Code; International Code Council 2009
- (10) International Energy Code 2009

The Central Inspection Division's approval of plans and specifications does not relieve the owner, designers, and contractors, nor their representatives from their individual or collective responsibility to comply with applicable provisions of the building codes or other ordinances or state laws. This examination is not to be construed as a check of every item in the plans and submitted documents and does not prevent the building official from hereafter requiring corrections of errors in plans or construction.

REQUIRED BUILDING INSPECTIONS*

1. Setback inspection (to be verified by a foundation form survey performed by a license surveyor).
2. Temporary electrical pole.
3. Pier, foundation, ground plumbing
4. Framing, electrical rough-in, plumbing top-out, HVAC duct, energy.
5. Drive approach, grading.
6. Final building, plumbing, electrical, HVAC, fire systems.
7. Job check inspections will be performed by an inspector to verify compliance of codes that the contractor is not required to call specific inspections for. These would include but not be limited to: erosion control, brick-ties, portable restroom, posting of permits, address posting, site cleanliness and safety, etc.

* This is list of minimum inspections required for standard construction. Multi-family residential, commercial or industrial construction may require additional or different inspections, such as fire partitions, masonry, fire alarm, fire sprinkler, structural steel, etc.

Note: a general “rule of thumb” is that if any portion of construction is to be covered, it must be inspected first. It is the contractor’s responsibility to contact the inspection office to verify if certain inspections must be requested or not.

DEVELOPMENT SITE PLAN
(Attach 1 Copy to Development Applications)

The developer shall submit a development site plan, fulfilling the application requirements for obtaining a development permit under this Code. The developer shall also provide a copy of any instrument that contains a restriction on the use of, or construction of, the lot, with a copy of any amendment, judgment or other documents affecting the use of the property.

The site plan shall provide:

- ☐ the date, scale, north arrow, development district, title, name of owner, and name of person preparing the site plan;
- ☐ setbacks of all existing and proposed buildings and land improvements;
- ☐ the location, height, and intended use of existing and proposed buildings on the site, and the approximate location of proposed buildings and land improvements;
- ☐ the location of existing and proposed site improvements including parking and loading areas, pedestrian and vehicular access, all utilities, fencing and screen, and lighting;
- ☐ the center line of existing water courses, drainage features and location and size of existing and proposed streets and alleys, and the 25-year and 100-year floodplain as outlined in Chapter 10;
- ☐ the number of existing and proposed off-street parking and loading spaces, and a calculation of applicable minimum requirements;
- ☐ the approximate location and size of proposed signs, if known;
- ☐ the location and size of the existing and proposed landscaped areas; and
- ☐ a copy of any instruments which contain a restriction on the use of, or construction of, the lot, with a copy of any amendment, judgment or other documents affecting the use of the property.

☐ Development Permit Application Submitted
☐ Not Applicable

Applications will not be
accepted unless COMPLETED

CITY OF HUNTSVILLE
COMMERCIAL BUILDING PERMIT APPLICATION

Date Submitted: _____

Applicant: _____
Project _____
Address: _____
Owner Name: _____
Address: _____
City, State, Zip: _____
Phone _____

ENERGY CODE
INFORMATION:
☐ See Energy Compliance
Report
☐ Not Applicable

Contractor: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email Address: _____
Engineer: _____
Architect: _____

REMODEL OR DEMOLITION:
☐ Asbestos Report
☐ Not Applicable

*Contact Person for Plan Review
Comments:
Name: _____
Email Address: _____

Cost of Project: \$ _____ *Plan Review Fee is due at time of submittal if cost of project is over \$250,000

Accessibility Review Number: _____ *Please include if cost of project is over \$50,000

****Application NOT complete
without construction
documents****

Applicant Signature _____ Date _____

**This permit application will expire if a permit is not obtained within 180 days after it has
been accepted as complete.**

FOR OFFICE USE ONLY:

Use of Building: _____
Describe Work: _____
Special Conditions: _____
Type of
Construction: _____
Occupancy Group: _____
Size of Building: _____
Number of Stories: _____
Maximum
Occupancy: _____
Fire Sprinkler: _____



Development Permit Application

City of Huntsville | 448 State Highway 75 North | Huntsville, TX 77320 | 936-294-5782

This application is for a Certificate of Compliance. You must fill this form out completely (including signatures) and attach the required documents or this application cannot be accepted. Allow up to 7 business days to process. Do not submit payment at this time.

Property Information

Is Property in Floodplain? ☐ Yes ☐ No

Physical Address _____

If the physical address is not known give a legal description of the property below:

☐ City Limits or ☐ ETJ

☐ Residential or ☐ Commercial

Development Type - Attach one (1) site plan on letter size (8-1/2x11) paper and drawn to a measurable scale.

Describe what you are doing on this property: _____

☐ Building Construction

Construction: ☐ New ☐ Add-on ☐ Remodel

Sewer Tap: ☐ New ☐ Existing ☐ OSSF

Water Tap: ☐ New ☐ Existing ☐ Well ☐ Other

☐ Manufactured Home Placement

Year Model _____

Sewer Tap ☐ New ☐ Existing ☐ OSSF

Water Tap ☐ New ☐ Existing ☐ Well ☐ Other

☐ Accessory Building or Construction

☐ Storage Building ☐ Carport/Garage ☐ Swimming Pool

☐ Driveway Construction

☐ Driveway Culvert – for non-curb & gutter streets

☐ Change of Use

Current Use _____ Proposed Use _____

☐ On-Site Sanitary Sewer Facility

(You must submit a design by a Registered Sanitarian)

☐ Sign Placement

☐ Electricity to sign

☐ 911 Address for Utility Purposes Only

Property Owner Information – By signing below, I acknowledge that I am the rightful owner of the property proposed for development; and, if different, I authorize the “Applicant” to serve as my agent to file and execute this application on my behalf.

Property Owner Name _____

Mailing Address

City

State

Zip Code

Phone Number _____

E-mail _____

PROPERTY OWNER SIGNATURE REQUIRED

Date

Applicant Information – As authorized by the property owner or if same as the property owner write in “Same as above”.

Name or Company _____

Mailing Address

City

State

Zip Code

Phone Number _____

E-mail _____

APPLICANT SIGNATURE REQUIRED

Date

FOR STAFF USE ONLY

☐ Signatures

☐ Site Plan(s)

☐ OSSF Design

Received/By:

GEO ID _____